

# AVS Student Chapter Manual



**AVS**

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## **Student Chapter Program—Introduction**

Student chapters are a vital part of the AVS community as they are made up of the future professionals and leaders of the Society. The primary objective of the program is to assist students with career and professional development through benefits and services provided by AVS. Student chapters provide an obvious setting for the development and demonstration of leadership capabilities.

This manual has been created to provide information necessary to effectively start and manage an AVS student chapter. The information contained in this manual covers a wide range of topics. The manual is a living document that requires continuous review and maintenance for incorporating improvements while ensuring that it meets the directions and management of AVS.

The AVS Board requires that the Society operate in a businesslike and professional manner and that each of the organizational units comply with these mandates to ensure that the tax and professional status of AVS is maintained. The AVS student chapters fall under the umbrella of the AVS Chapters, Technical Groups, and Divisions and must adhere to its policies and procedures. In addition, AVS is a member of American Institute of Physics (AIP), which means that AVS members are entitled to a wide variety of AIP services.

Each AVS student chapter will be issued a copy of this manual. This manual is intended as a reference guide for officers of all AVS student chapters. It is helpful for the academic adviser and all chapter officers to be familiar with its contents. Following each election, the outgoing chair will pass the manual, along with other chapter records, to the new chair. The manual may also be downloaded from the AVS website.

## **Student Chapter Program—Program and Benefits**

AVS student chapters are formed on university campuses to foster discussion among students and academia across a broad range of science and technology disciplines, generate student interest, and promote exchange and dissemination of information. By encouraging organization of student chapters, the Society is able to introduce students to the benefits of professional organization. Student chapters provide an opportunity for students to play a more active role in the Society. They represent the future of AVS.

Student chapters are the inside track to the professional world of science and technology, providing students with opportunities to build their credentials during their journey and travel down a sturdy path to employment after graduation. This connection combined with AVS' programs, services, and support, makes AVS student chapters an invaluable resource. Student chapters give students a much-needed edge in the job market with the knowledge, experience, and networking they need to begin their careers successfully.

AVS supports its student chapters with valuable informational resources, activities, and financial assistance. Benefits and opportunities available to AVS student chapters include, but are not limited to, the following:

### **NETWORKING**

Student chapters provide an avenue to meet other students and professionals. It's a great way to make friends and start forming a network of contacts that can help throughout the student's career. Students can meet future employers and colleagues through meetings and other chapter activities.

### **LEADERSHIP DEVELOPMENT**

Through the various levels of chapter management, each student member will have opportunities for continual development and demonstration of leadership capabilities. Gain valuable leadership skills that will assist you throughout your career, as a team member, a professional, and a leader of AVS.

### **COMPLIMENTARY MEMBERSHIP**

Once the chapter is formed students who are not AVS members will receive a one-time one-year complimentary membership to AVS. The academic adviser also receives a one-time one year complimentary membership. Please note that student chapter founders must pay for their membership dues in order to sign the petition required to establish the chapter.

**START-UP FUNDS**

Each new student chapter will receive up to \$1000 for start-up funding. Matching funds by the university is encouraged.

**MEMBERSHIP REBATE PROGRAM**

Each student chapter receives a \$10 rebate for each chapter member who is a student member of AVS. To receive the yearly membership rebate, a student chapter must submit their annual report along with the membership roster that is provided by AVS. AVS will then send deposit the rebate to the centrally-held chapter bank account.

**TRAVEL SUPPORT**

The student chapter may apply for up to \$500 per calendar year for travel support to attend the AVS International Symposium. This may be allocated as designated by the chapter (e.g. split between 1-4 attendees)

**POSTER DISPLAY AT AVS INTERNATIONAL SYMPOSIUM AND EXHIBITION**

AVS would like to give our members and meeting attendees an opportunity to learn more about the wonderful and exciting things going on in our student chapters. Each student chapter is given the opportunity to have a display of any type as long as it fits on a six foot table and/or 4ft x 8ft poster board that AVS will provide. You may fill it with exciting news, pictures, etc. detailing your chapter's activities.

**SERVICES AND SUPPORT FROM AVS NATIONAL**

Student chapters can receive a number of support mechanisms from AVS National. These include the availability of mailing and e-mail lists to promote chapter activities and events, and other services as requested.

## Establishing a Student Chapter—How to Form a Student Chapter

AVS encourages students and academic employees in educational programs related to science and technical areas relevant to AVS to consider establishing a student chapter at their institution. Students in a variety of academic and technical programs will benefit from access to Society information and benefits, as well as association with other students, educators, and professionals with common interests.

Follow these easy steps to start a new AVS student chapter:

1. Recruit at least eight current AVS student members. Students who are not AVS students must join AVS and pay their dues in order to be listed on the initial roster. All chapter members must be current AVS members.
2. Seek the support of an academic member who is member of AVS and is willing to be an adviser for the student chapter. The academic adviser's term is for two years.
3. Hold an organizational meeting and elect officers. The offices of Secretary and Treasurer may be combined.
4. Submit the following application information to the AVS National Office for consideration:
  - a. A letter of intent, describing the purpose of the chapter
  - b. Student chapter application form (Appendix B)
  - c. Student chapter petition form (Appendix C)
  - d. A copy of the proposed chapter by-laws
  - e. A roster of current AVS members (must have at least eight student members and one full), including a list of designated officers with all contact information and the name and contact information of the academic adviser. All must be current AVS members.

Student chapter by-laws may be found in Appendix D of this manual and may be modeled after this sample. All forms are also included in the Appendix. Please review all information for accuracy and completeness to avoid any possible delays. The AVS Member Services Administrator will then review the application information and may recommend changes. The Administrator will then forward the information to the Chapters, Groups, and Divisions Committee Chair who will then seek AVS Board of Directors approval.

Upon approval by the Board, a welcome email will be issued and the \$1,000 start-up fund will be deposited to the chapter's internally-held bank account. The student chapter will then be able to take full advantage of all the benefits and services that AVS has to offer.

## Establishing a Student Chapter—Eligibility Requirements

The AVS Board of Directors may establish student chapters at colleges and universities upon receipt of the application and supporting documentation. Student members and an academic adviser at a recognized institution must initiate the formation of a student chapter and seek board approval. A student chapter application and other required documents are included in the Appendix section of this manual.

The student chapter's status will be assessed each year after receipt of its membership roster along with its annual report. Roster and report must be received before the start of the next calendar year.

**ACTIVE STATUS**

An active student chapter must meet the following four criteria:

- Has an academic adviser who holds a current membership in AVS
- Has chapter officers elected annually
- Submits the chapter's membership roster and annual report to the AVS National Office by 1/15 of the following year.
- Has a minimum of eight student members in the chapter as of the annual report or has submitted acknowledgment that the chapter is otherwise active

**DORMANT STATUS**

A chapter meeting the criteria listed below will be considered dormant. This status is available for only one year. If after one year the chapter has not become active, it will be considered inactive. These chapters are not eligible for membership rebates, or other student chapter benefits, but they will receive all chapter mailings. A dormant chapter:

- Does not meet the requirements for active status, but will take action to become active and submit an annual report the following year

**INACTIVE STATUS**

A chapter meeting the criteria listed below will be considered inactive until further notice. These chapters are not eligible for membership rebates, travel support, or other student chapter benefits. Students at these universities will be assigned membership to their regional chapter. Inactive chapters do not receive regular chapter mailings. An inactive chapter:

- Has not submitted an annual report
- Does not expect to become active in the near future
- Has been dormant for more than one year

If an inactive chapter wishes to become active, the academic adviser must submit a written request to AVS National Office to reactivate the chapter charter. A copy of the by-laws, a minimum of eight student member signatures, and the chapter officer listing must also be attached to the request.

**Establishing a Student Chapter—Letter of Intent****LETTER OF INTENT**

A student chapter letter of intent shall be submitted with the application to form a student chapter and the chapter's by-laws. This letter of intent should include:

1. A statement of intent in establishing a student chapter
2. The purpose for forming the student chapter at the university
3. Some initial chapter goals or plans to promote AVS within the university. The letter is to be signed by the initial student chapter chair and adviser. An example of a "letter of intent" for a given university can be found in Appendix A of this manual.

**Establishing a Student Chapter—Student Chapter By-Laws**

A set of by-laws that will govern the chapter must be submitted with the application to form a student chapter. The student chapter by-laws shall be written to meet the needs of its particular membership and chapter structure. Each year the by-laws should be reviewed and revised if necessary. Revisions to the by-laws must be submitted to the AVS National Office for approval.

While preparing the by-laws, chapter members need to investigate the requirements of the college or university regarding establishing student chapters with professional association. AVS will make efforts to accommodate individual school regulations. Any potential conflicts must be known and submitted with your application. Exceptions may be granted in cases of conflict with school policy. The proposed chapter by-laws should be written to reflect the school's policy.

The title of the student chapter shall contain the name of the college or university with which it is associated. In addition a chapter may be created from a group of nearby universities to gain critical mass. No student chapter or any officer or member thereof has the power to act as an agent for the AVS except as specifically authorized in writing by the President of the Society.

A sample of student chapter by-laws is found in the Appendix D of this manual. This sample by-law is an actual AVS regional chapter by-laws modified for a student chapter.

## Positions and Responsibilities—Student Chapters

AVS considers student chapters an important and integral part of its operation. In addition, there are privileges for both student members and their institutions inherent in an AVS student chapter. However, the chapter incurs certain responsibilities. Student chapters must:

- Further the purposes of the Society in a responsible way
- Promote AVS membership
- Educate others about the value and importance of AVS
- Encourage active involvement in the AVS by your college
- Foster the professional development of the membership
- Plan and execute an active and regular program of events

In particular, to assure its continued existence and support from the Society, every student chapter must meet certain minimum requirements. The requirements are as follows:

- Minimum of eight student members and an academic adviser
- Annual officers election
- Submission of annual report and membership roster

The chapter must maintain financial, membership, and correspondence records. These records should be kept in a place easily accessible to all chapter officers.

The importance of leadership to the success of a student chapter cannot be over-emphasized. Enthusiasm and dedication are the fundamental qualifications for both the student officers and the adviser. In addition, each officer must be a student member in good standing of the AVS. A description of chapter officers, along with their respective duties, follows.

## Positions and Responsibilities—Academic Adviser

### ACADEMIC ADVISER

The academic adviser shall agree to advise the student chapter for a minimum of two years and must be a regular AVS member in good standing. More than one member may act as an academic adviser (maximum of two advisers); however, only one person should be identified as the primary contact. Student chapters that can support an additional adviser can elect to share some of the overall responsibilities. The academic adviser's guidance is critical in providing continuity to the student chapter. The adviser's understanding of the technical areas and recognition of benefits of participation in an established professional community guides his or her actions. A general interest in and enthusiasm for the students' efforts and activities and attendance at planned events are important contributions that the academic adviser makes throughout the calendar year.

Responsibilities of the academic adviser include the following:

- Act as primary contact for the AVS National Office
- Ensure that chapter officers are meeting all requirements set forth by AVS National and taking advantage of every opportunity (e.g. filing of annual report, poster display at National Symposium)
- Receive chapter materials for distribution to officers
- Receive chapter membership rebate notification.
- Assist in providing continuity from year to year as student leadership changes
- Advise chapter officers and committee chairs on the formation and implementation of goals, objectives, and programs
- Ensure that the chapter understands the role of AVS as a professional organization

- Promote good student relationships
- Represent the chapter interests to academia, the administration, and professionals
- Exercise financial supervision as needed by promoting prompt payment and collection of funds and overseeing the settlement of all accounts in the event of dissolution of the chapter

## **Positions and Responsibilities—Executive Officers**

The quality of leadership provided by the officers of the student chapter significantly influences the level of involvement and participation of both chapter members and other interested individuals in planned chapter activities. The officers' understanding of the importance of their roles in setting the direction of the chapter and seeing to its management will be reflected in the overall success and continuity of the group. Their responsibilities will vary according to how ambitious the chapter program is and how many student members assist with the workload. However, there are certain tasks that each of the student chapter officers shall be expected to fulfill. The officers of a student chapter usually consist of a Chair, Vice-Chair, Secretary, and Treasurer. The Secretary and Treasurer positions may be combined in a smaller student chapter. Student officers should be elected at or prior to the annual business meeting of the chapter.

Responsibilities of the student chapter executive officers include the following:

- Be fully conversant with the Rules of Government for Student Chapters and the Chapter by-laws
- Act as the primary interface between the student chapter, the academic adviser, the department and university within which it functions, and AVS
- Establish a clear set of objectives and an operating plan for the chapter year
- Take responsibility for fulfillment of the student chapter's established objectives
- Train newly elected officers and hand over any materials and records to successors
- Ensure that all requirements set forth by AVS National are met in a timely manner

### **CHAPTER CHAIR**

The Chapter Chair is the principal officer and is responsible for leading the chapter and managing its activities in accordance with the policies and procedures of the AVS and the chapter by-laws. The Chair is the leader and chief spokesperson for the chapter, presiding at all meetings and delegating tasks to chapter members. The Chapter Chair is responsible for guiding the chapter and developing the organization into an effective group to meet the needs of the members, the Society, and the university. The ability to work with and guide fellow officers, committee chairs, and committee members are the primary qualities that will ensure success as a Chapter Chair.

Responsibilities of the Chapter Chair include the following:

- Work closely with the academic adviser and ensure sound communication with him/her
- Preside at all meetings of the Chapter and its Executive Committee
- Be familiar with accepted parliamentary procedures
- Delegate committee responsibilities and make committee appointments as outlined in the student chapter's by-laws
- Coordinate communication with the society's national office and consider ways to increase chapter promotion and exposure (e.g. via a Chapter website linked to the national website, etc)
- Coordinate and assure chapter reporting and record-keeping functions
- Ensure that all requirements set forth by AVS National are met in a timely manner
- Maintain contact with the Student Chapter representative on the Chapters, Divisions, and Group Committee and provide any requested report as needed.

### **VICE-CHAIR**

The Vice-Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the student chapter, & perform other duties that may be assigned by the Chair. The Vice-Chair must work closely with the Chair. The Vice-Chair can also direct the Program Committee, thus managing the technical

& educational activities of the chapter. The Vice-Chair must be a good communicator & should be capable of leading the chapter in the absence of the Chair.

Responsibilities of the Vice-Chair include the following:

- Direct the major chapter activities of the year
- Work closely with Chapter Chair
- May serve as Chair of the Program Committee
- Serve as an ex-officio member of all major committees
- Lead the chapter in the absence of the Chair

### **SECRETARY**

The Secretary shall maintain a list of all members in good standing as provided by AVS. The role of the Secretary has profound effects on the success of the chapter. The Secretary may require assistance in the form of a support committee. The Secretary is responsible for all record keeping for the chapter; documenting all decisions made at meetings as well as attendance of members & nonmembers for each chapter event. In case of temporary incapacity of the Chair & Vice-Chair, the Secretary will take over the duties of Chair.

Responsibilities of the Secretary include the following:

- Maintain all chapter records
- Keep minutes for all chapter and Executive Committee meetings
- Act as an official correspondent for the chapter
- Distribute and receive all literature pertaining to the operation of the student chapter
- Submit for approval any proposed amendment to the chapter by-laws
- Fulfill all reporting requirements including monthly meeting and annual reports in a timely manner.
- Submit information to the AVS National Office on chapter activities

### **TREASURER**

The Treasurer shall keep a strict accounting of all income and expenditures. Sound chapter operations require the establishment of & adherence to realistic budgets. Each committee should be informed of funds budgeted for its activities before planning for the year.

Responsibilities of the Treasurer include the following:

- Receive & deposit all funds paid into the student chapter via Peter Burke, AVS Financial Administrator
- Request disbursement funds as authorized by the Executive Committee via Peter Burke
- Prepare financial reports for chapter meetings (Peter will provide reports as needed)
- Work closely with the AVS National Office on financial matters and management of primary account
- Should you choose to do so, you may establish a secondary local bank account. This should only be to care for those chapters who have many meetings & collaborations with other Society Student Chapters.
- Submit financial information for annual report

### **EXECUTIVE COMMITTEE MEMBERS**

The Executive Committee members shall act as an advisory body to the officers in matters pertaining to the objectives of the student chapter, meetings, organization, policy, & such other matters that preserve the integrity of the student chapter & make it responsive to the needs & wishes of its membership. The Executive Committee works closely in partnership & cooperation with AVS National Office. The annual chapter budget will be approved by a majority of the Executive Committee. The chapter shall be authorized to incur only such expenses as are listed in the student chapter budget as approved by a majority of the Executive Committee.

Responsibilities of the Executive Committee members include the following:

- Act as an advisory body to the officers
- Preserve the integrity of the student chapter
- Be responsive to the needs and wishes of its membership
- Work closely in partnership and cooperation with the AVS National Office
- Review and approve annual chapter budgets
- Sets goals for the chapter based upon the needs of the chapter members
- Plan the business meetings of the chapter
- Regularly review the plans and accomplishments of all working committees
- Monitor the financial results of the various chapter activities
- Appoint, remove, and fix the duties of nonelected officers of committees as deemed necessary

## **Positions and Responsibilities—Elections**

Student chapters need motivated and energetic student leaders to ensure good programming and continuity. The officers can make or break a student chapter. Finding the right people to assume leadership roles is essential to the chapter's success. Thus, the election of officers must be taken seriously.

The most persistent problem facing student chapters is the rise and fall of chapter activity due to the short or brief terms of the membership and officers. Careful selection of a chapter academic adviser can go some distance toward alleviating this problem. In addition, current officers need to continually "groom" many possible successors through task assignments and active involvement in the operation of the chapter.

Elections should be timed to include an overlap period to allow for an effective and smooth transition, and to allow sufficient time for officers to orient their successors to their responsibilities. This will greatly assist new officers to be better prepared for their duties, so they can plan ahead. Similarly, if the academic adviser resigns, see the department chair to arrange for selection of a replacement in time to allow for some overlap if possible. It is advisable that student chapters acquire an additional academic adviser to alleviate this problem. The second adviser can assist the primary adviser wherever assistance may be needed in support of the chapter's operation and activities.

The chapter shall hold an annual business meeting. The annual business meeting should usually be held in either the April-May or November-December time frame. The officers of the student chapter shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. Offices of Secretary and Treasurer may be combined and held by one person. To be eligible for election, the nominee must be an AVS student member or must have applied for such membership. A committee consisting of three members appointed by the Chair shall conduct nominations for the officers and Executive Committee members. The committee's role will be to ensure a full slate of candidates.

Nominations will be open for at least three weeks prior to the annual meeting. Election will be by a majority votes cast by those members present at the election meeting. The officers shall serve for one year. They will take office on either January 1 or June 1, whichever first follows the annual business meeting, as described in Section 1. No member may serve in the office of Chair or Vice-Chair for more than two consecutive years. An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office. A motion for removal may be introduced by any member of the Student Chapter at any meeting of the Student Chapter, provided the meeting has been announced to members. The motion may be discussed but not voted on before the next meeting of the Student Chapter, provided that meeting is also announced to the members. The motion for removal must be approved by a two-thirds vote of members present at that meeting.

## **Positions and Responsibilities—Reports and Forms**

The following is a brief overview of the reports and forms that apply to student chapters. All reports and forms can be found in the Appendix section of this manual. Further information about each report or form can be found throughout this manual.

### **ANNUAL REPORT AND COVER SHEET FORM**

The annual report must be completed before the end of the calendar year. The deadline for submission of this report is January 15 for the previous calendar year. If cooperative educational programs or conflicting schedules affect chapter elections, the officers are then encouraged to complete the report at an earlier date. The chapter annual report is an essential document for the chapter to evaluate its progress and successes, and it is also the primary documentation that informs the Society of the chapter's activities. If the annual report is not received by the deadline, the chapter will not be considered an active chapter for the following year.

### **AVS BUDGET ALLOCATION**

Student chapters may request further financial support from AVS by requesting funds through the AVS budgeting process. Chapters can submit budget requests for annual approval to the Chair of the Chapters, Groups, and Divisions Committee. Budget requests are normally due by September 15

### **MEMBERSHIP REBATE AND ROSTER OF CURRENT CHAPTER MEMBERS**

To qualify for a student chapter rebate, a student chapter must be considered active. This means that the chapter must submit an annual report with supporting documents by the January 15 deadline. Dormant and inactive student chapters will not receive a membership rebate. Each student chapter will receive a \$10 rebate for each chapter member that is a current AVS student member. AVS National will provide the chapter with a list of AVS current students for the chapter and based on that list the chapter will receive the rebate. It is essential that each chapter provide AVS National with any non-members that attend student chapter events.

### **OFFICERS LISTING FORM**

This form must be submitted with the chapter's annual report. The officers listing form is used to identify the newly elected officers for the upcoming year so that the AVS National Office can update its records. It is also used for notification of any changes that may occur during the calendar year.

### **STUDENT CHAPTER APPLICATION FORM**

This form is used with the petition form when a new student chapter is being formed.

### **STUDENT CHAPTER PETITION FORM**

This form is used with the Chapter Application when a new student chapter is being formed.

### **SYMPOSIUM TRAVEL SUPPORT REQUEST**

Each student chapter is entitled to up to \$500 per calendar year for travel support to the AVS International Symposium. The entitlement applies to the year in which the expenses were incurred, not the year in which travel was paid. Travel reimbursement may be distributed among several individuals. The minimum amount that any one person will be reimbursed is \$100. Request for reimbursement must be reviewed and approved by the chapter chair and adviser.

### **TRAVEL REIMBURSEMENT REQUEST FORM**

The student chapter will reimburse the traveler for any reasonable expenses related to AVS business that received prior written approval by the student chapter's Executive Committee. Travel expenses in support of the chapter activities shall be planned in advance and budgeted. This form is used as a standard for any travel reimbursement request.

## **Operations and Organization—General**

A key to managing and maintaining your student chapter is good organization. The structure of a student chapter shall be organized to best suit the student members.

Some departments strongly encourage or require their students to be members of select societies. This is an easy way to recruit; however, it is more important to make sure that students realize the benefits of membership so that they will be involved. The advantage of department-wide chapters is that there is a strong presence of academia members involved as well as strong support for chapter meetings and activities.

Holding regular meetings and encouraging anyone who is interested to come is another way ensure a successful chapter. It is important to have well-run, effective meeting, promoting networking, professional development, and engagement in additional AVS events and activities at the Chapter and National Level. Effective chapter programs can encourage more students to get involved, thus increasing membership and interest. Chapters can hold luncheon meetings with a variety of topics throughout the year. Separate meetings can also be held for undergraduate and graduate students, each meeting with its appropriate topical content.

## Operations and Organization—Calendar of Events

The following are two examples of an operational calendar that may be used as guides in planning for an effective student chapter year. Modification of the calendar to align with individual academic calendars is encouraged.

### CALENDAR EXAMPLE 1—FALL ANNUAL BUSINESS MEETING AND ELECTIONS (PREFERRED)

Fall Calendar						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### August:

- Fall mailing to all academic advisers and chapter chairs

#### September:

- Annual “Kick-Off” Event
- Executive Committee meeting
- First monthly chapter meeting

#### October:

- Fall membership drive
- Executive Committee meeting
- Begin preparing annual report
- Monthly chapter meeting
- Finalize slate of candidates for election

#### November:

- Executive Committee meeting
- Continue working on annual report
- Annual business meeting
- Chapter election

#### December:

- Submit new officers listing information to AVS National Office
- Chapter annual social event
- Recognition of outgoing chapter officers
- Current officers orient their successors

#### January:

- Annual report due January 15
- New officers take office
- Chapter membership rebate transferred to chapter account
- Winter mailing to all academic advisers and chapter chairs
- Review chapter’s program for the upcoming months
- Executive Committee meeting

#### February:

- Executive Committee meeting
- Monthly chapter meeting
- Review by-laws

#### March:

- Executive Committee meeting

#### April:

- Spring mailing to all academic advisers and chapter chairs
- Executive Committee meeting
- Field trip/plant tour and monthly meeting

#### May:

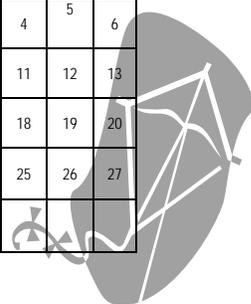
- Executive Committee meeting
- Establish goals for coming chapter year
- Preparation of preliminary agenda for coming year’s meetings and activities

#### June-July:

- Finalize coming year’s program
- Make final room and speaker arrangements for September’s monthly meeting
- Plan and make arrangements for September “Kick-Off” meeting
- Plan recruitment effort

**CALENDAR EXAMPLE 2—SPRING ANNUAL BUSINESS MEETING AND ELECTIONS**

Spring Calendar						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


**August:**

- Fall mailing to all academic advisers and chapter chairs

**September:**

- Annual “Kick-Off” Event
- Executive Committee meeting
- First monthly chapter meeting

**October:**

- Fall membership drive
- Executive Committee meeting
- Begin preparing annual report

**November:**

- Field trip/plant tour
- Executive Committee meeting
- Monthly chapter meeting
- Continue working on annual report

**December:**

- Chapter annual social event

**January:**

- Annual report due December 1
- Chapter membership rebate transferred to chapter account
- Winter mailing to all academic advisers and chapter chairs
- Executive Committee meeting
- Monthly chapter meeting

**February:**

- Executive Committee meeting
- Monthly chapter meeting
- Review by-laws

**March:**

- Executive Committee meeting
- AVS Distinguished Lecturer meeting
- Finalize slate of candidates for election

**April:**

- Spring mailing to all academic advisers and chapter chairs
- Executive Committee meeting
- Annual business meeting
- Election of officers

**May:**

- Recognition of outgoing chapter officers
- Current officers orient their successors
- Submit new officers listing information to AVS National Office
- Establish goals for coming chapter year
- Preparation of preliminary agenda for coming years meetings and activities

**June-July**

- New officers take office
- Finalize coming year’s program
- Make final room and speaker arrangements for September’s monthly chapter meeting
- Plan and make arrangements for September “Kick-Off”
- Plan recruitment effort

## Operations and Organization—Program

Development and execution of the chapter's program with a balance of meetings and events is critical to the vitality of the student chapter. Establishment of the chapter's program should include a mixture of technically and socially enhancing activities, appealing to the overall chapter membership.

The chapter's program should be planned in advance of the beginning of the student chapter year and should include monthly meetings, technical talks and presentations, field trips and plant tours, membership drives, recruitment activities, and social events.

Meeting dates should be established early and announced to the membership. Dates should be selected to avoid any possible conflict with holidays, midterms, exams, and university programs as well as meeting dates of regional chapters or other technical societies. It is also important that general meetings of the membership be held on a regular basis, like every first Wednesday of the month.

Successful technical programming demands a clear understanding of the technical interests and preferences of the student chapter members, innovative advance planning, and ready access to quality speakers and information sources. Some suggested chapter programs are as follows:

### **BUSINESS MEETINGS**

Most of the administrative concerns are addressed at Executive Committee meetings. It is essential that the results of the issues addressed by the Executive Committee be reported on a regular basis to the chapter membership, either in summary report at general meetings, via a posting on the chapter's website, or by direct correspondence.

### **SOCIAL MEETINGS**

It is desirable for student chapters to hold at least one primarily social meeting each semester (term). This could be a dinner meeting at which new officers are installed, a picnic in the fall or spring, or an informal gathering as part of a lecturer's visit to campus. As with all other events, arrangements and publicity should be considered well in advance of the planned event.

### **SPECIAL MEETINGS**

Special meetings may be required in addition to, or in lieu of, regular meetings for a particular activity. For example, a lecture often must be planned around the lecturer's schedule, which may not allow the presentation to be made at a regular meeting. Further, particular business may require a prompt or "extra" meeting to deal with a specific matter.

### **JOINT MEETINGS**

By communicating frequently with the regional AVS chapter, technical meetings may be jointly sponsored. Often, regional chapters bring in accomplished speakers, and there is no reason not to take advantage of those visits. Many chapters hold joint meetings with other societies having a common interest in a particular subject. At a joint meeting, chapter business of either society should be avoided or kept to a minimum.

### **LUNCHTIME MEETINGS**

A regularly scheduled lunchtime discussion group can be an interesting and rewarding activity for a student chapter to organize. Typically, a member of the group decides on a current research article or some other article of interest from a journal or magazine and leads a group discussion on the article. The other members of the group are responsible for reading the article so stimulating discussion may take place. A different group member should lead the meeting each time so that many students have the chance to organize such a discussion meeting. Several student chapters have found meeting every other week to be most successful.

**PLANT VISITS**

Plant visits are typically among the most popular chapter programs from an attendance standpoint. Plant tours may be held instead of, or in addition to, monthly technical meetings.

**STUDENT CHAPTER LECTURERS**

Lectures by eminent professionals are one of the most common activities at student chapter functions. There are many other sources for lecturers, including student reports on research and thesis projects, academia member presentations on research or some general-interest topic, and lectures by members of the regional chapter. Providing opportunities for chapter members to present talks is an important function of a student chapter; it stimulates interest of the membership and provides opportunity for the speaker to gain experience and confidence in making public presentations. Feel free to contact the National Office for speaker recommendation.

**CAREER DAY**

A student chapter may host a career day, where speakers provide information concerning the professional opportunities in areas related to AVS. Students are eager to learn what kinds of jobs are available, and thus descriptions of job possibilities and the commensurate responsibilities, qualifications, and opportunities for growth are always of interests. Speakers can be found by contacting local potential employers.

**REGIONAL CHAPTER SYMPOSIUM**

Some regional chapters have successful annual symposia in which students in the region are invited to participate. Work with your regional chapter and plan joint activities whenever it makes sense. Some of the activities at a regional chapter symposium for student members include competitions or contests, workshops, short courses, poster sessions, and socials.

**Operations and Organization—Recruitment**

The recruitment of new members for the chapter is the responsibility of every student chapter member. Some universities have well-organized events that give student organizations the opportunity to talk to new students or to publicize their activities. In other universities, it is up to the chapter to seek out and recruit new members.

Before creating a recruitment plan for the academic year, make sure that all members of the chapter are familiar with the benefits of membership. It will also be important to look at your own chapter and the department at your institution to identify the unique benefits of association with your group. Work with your department to identify students that may be interested in science and technical areas relevant to AVS either directly or indirectly.

All student chapters should plan creative, interesting activities during the membership drive. There are many ways to recruit new student members for your chapter. One of the most effective recruiting techniques is to be sincere and explain why you are an AVS student member. Whether you enjoy the chapter meetings and activities, discounts to conferences, the journal, or networking, let potential members know what student membership can do for them!

The following are some recruiting ideas:

- Take advantage of the membership programs and incentives offered by the AVS to encourage members to identify and recruit individuals who would benefit from association with the Society and the student chapter.
- Contact the university orientation office to see if there are any opportunities to talk to incoming first-year students. Chapter activities as well as AVS journals are important ways to learn about a field of study and possible careers.
- Are there areas where the chapter can post information about upcoming events and activities? The Student Union or gathering place at the university may have areas to leave a supply of applications or post information about chapter activities. This is also a good location for fundraising activities that make student aware of your chapter.
- Sometimes the best way to recruit new members for your chapter is to be involved on the campus or in your department. If you become involved with campus activities as a group, other students will become familiar with your name and your mission.
- Establish a program to recruit freshmen and sophomores. Be sure to re-enlist any students who were on your roster last year and who are still around this year.
- Obtain a list of students in similar majors from your academic adviser or registrar's office. Determine which students are not members and send them a personal letter inviting them to the next chapter meeting.
- Look for other students in your classes who are not yet members. Explain the benefits of student membership and what it can do for them.
- Request a membership listing of students in your geographical area that may be attending the university. Any AVS student members listed there, who are not members of your chapter, are marketing leads for your recruitment campaign. Bring a speaker to present an interesting topic. Have membership applications on hand for potential members. The speaker could be an academia member, a grad student with an interesting research project, or a professional in the area.
- Arrange for a professional from the regional chapter to speak on the current job market and opportunities.
- Find topics of interest for both graduate and undergraduate students if appropriate.
- Schedule a field trip or plant visit with a local company. This will often bring in a large number of students who may or may not be current members.
- Have a social function at the beginning of the semester. Present the benefits of student membership to potential members.
- Look at ways to partner with other technical and engineering societies on your campus for joint events. Let both chapters talk about opportunities in their societies.
- Work with your AVS regional chapter to plan technical programs that might be of interest to other students and academia members.
- Communicate electronically. Develop your own student chapter home page. This is a great way to show off the chapter's accomplishments and members. Keep your membership well informed of the chapter's activities and share the benefits of membership to potential new student members.
- Contact the AVS National Office for membership brochures, student chapter flyers and sample issues of the *Beneath the AVS Newsletter* and then use them as promotional materials.
- Display a poster highlighting your Chapter Events at the International Symposium
- Display AVS slideshow promoting AVS events, activities and member benefits at all student chapter gatherings.

## Operations and Organization—Communications

### AVS NEWSLETTER—*BENEATH THE AVS SURFACE*

A chapter may promote an activity or special event, or share chapter news with the Society at large. The AVS member newsletter, *Beneath the AVS Surface*, is published monthly. Contact the AVS National Office with any relevant information you would like to be published and to determine deadline submission information.

### WEBSITE

Chapters are encouraged to develop a web presence to promote their activities and the field of science and technical areas relevant to AVS. This is an excellent vehicle to effectively serve and communicate with chapter members and inform others of chapter activities. The chapter's annual calendar is an ideal way to communicate important dates to chapter members. In addition, a website provides a good tool for developing networking opportunities between chapters. For information about setting up a website using AVS templates or access to logos and Society information, contact the AVS National Office.

### MEETING AND ACTIVITY NOTICES

Chapters should initiate separate mailings informing chapter members of upcoming chapter meetings as well as promoting chapter activities or events. E-mail distribution is another effective way to inform members of these meetings and events.

## Operations and Organization—Relationships

### CONTACT WITH AVS NATIONAL OFFICE

There are many services and benefits available to student chapters that are provided through the AVS National Office. Two-way communication between the chapter and the national office is essential. AVS staff will maintain communication with the Chair of the student chapter as well as the academic adviser.

Student chapter responsibilities include the following:

- Submit the required chapter annual report
- Submit pictures and articles to be included in the *AVS Newsletter*
- Send updated chapter information regularly for permanent chapter files
- Encourage members to attend social meetings and events
- Notify the AVS National Office of any concerns

### INVOLVEMENT WITH AN AVS REGIONAL CHAPTER

Where possible, the students should have both access to and involvement with practicing professionals through affiliate AVS regional chapters. The regional chapter provides the student chapter with examples of professional commitment and effective chapter management. This interaction also provides important opportunities to learn about potential careers in related fields.

Student chapter responsibilities include the following:

- Keep the members of the regional chapter informed of plans and activities
- Attend chapter meetings whenever possible
- Involve regional chapter members in student chapter meetings and activities
- Contact the regional chapter when a member or staff visit is scheduled

### DEPARTMENT AND UNIVERSITY SUPPORT

The department and the university are important in the success of the student chapter. Recruitment activities for the chapter, as well as promotional opportunities, will be conducted through the campus. Interaction with academia beyond the adviser is also recommended for additional departmental support and contacts for the student members.

Student chapter responsibilities include the following:

- Keep department regularly advised of the student chapter's plans and activities
- Involve academia in chapter activities whenever possible
- Communicate with the department regarding Society activities and support

### **THE ACADEMIC ADVISER**

The academic adviser plays a key role in ensuring the chapter's success. The student chapter officers and members must work closely with their adviser to plan for the success of the student chapter. The academic adviser will be able to offer guidance and advice as the chapter plans its activities.

Student chapter responsibilities include the following:

- Regular communication to receive updated materials and information
- Invite the academic adviser to all chapter meetings and meetings of the Executive Committee
- Continuously recognize the academic adviser for volunteering time and energy toward the success of the chapter

## **Operations and Organization— Interactions with Regional Chapters**

AVS regional chapters help connect student members to the larger world of science and technology. Through contact with professionals at meetings, plant field trips, and social events, student members develop a sense of professionalism, gain more value from their AVS membership, and take an important step in establishing themselves in the AVS community.

Just as students benefit from the contacts and mentoring provided by AVS regional chapters, regional chapters benefit from young member involvement. After graduation, the AVS regional chapter will be the source of networking contacts, educational programs, skill development opportunities, and much more.

Students should take the initiative when interacting with regional chapters. To forge a strong connection, student members in your department should make local professionals aware of their needs and interests. Some regional chapters have already established mutually rewarding working relations with colleges in their area. Other may not be aware that there is a student chapter that wants to interact and cooperate with regional chapters and professionals.

Don't wait for the regional chapter to contact your student chapter. Here are ways to make the connection, including ideas for joint student chapter/regional chapter activities:

- Put regional chapter leaders on your chapter mailing list, and make sure that your chapter is on their newsletter mailing list.
- Post regional chapter meeting notices in your department and encourage students to attend. Have a student presence in the regional chapter. Meet professionals from all area companies.
- Work with regional chapters to plan at least one event per year. The event may include job-readiness workshops, career panel discussions with recent graduates, presentation of student papers, motivational speakers, and awards.
- Invite regional officers and professional members to hold a monthly meeting at your university. This offers them a low-cost meeting venue and access to students. Some regional chapters may be able to cover the cost of student dinners.
- Invite local professionals to visit your labs, and get them to arrange a student tour of one of their company facilities.
- Invite regional chapter leaders to fun events, such as department picnics, tours, science fairs, and community outreach activities.

- Arrange a student presentation night at the regional chapter's meeting, where chapter members present research and AVS competition papers. This allows students to practice presentation skills and receive constructive feedback from local professionals.

Regional chapters can offer additional support to student chapters. Consider some of the following opportunities.

- Regional chapter leaders may be allies in fundraising. Contact regional chapter leaders to assist in identifying companies and donation coordinators. Regional chapters may also be able to provide contributions to help support student chapters.
- Regional chapter professionals may make excellent guest speakers for student chapter meetings. Contact the regional chapter leaders to ask about recommended speakers who are experts in given topics.

## Financial Matters—General Information

All AVS chapters are alike and are entities of AVS. They are financially accountable for their operations and are expected to comply with all financial regulations of the AVS. The AVS is a 501(c)(3) organization, and specific regulations govern activities in this not-for-profit category. Each part of the AVS (chapters, divisions, groups, and committees) are equally and independently responsible for ensuring conformity with the rules that govern 501(c)(3) organizations. Student chapters shall be sensitive to the fact that any violation of 501(c)(3) regulations can jeopardize the tax status of the entire AVS.

## Financial Matters—Chapter Account

The student chapter financial account is to be managed at the AVS National Office. This will be the student chapter's primary banking account. The Treasurer of the student chapter is to work closely with the AVS National Office. All cash receipts and disbursements are to be handled through the AVS National Office via Financial Administrator. Any request for funds by the student chapter can be requested by e-mail, fax, or phone. The disbursement schedule is the 1<sup>st</sup> and 15<sup>th</sup> or the week day closest thereto of every month. Requests for funds should be timed to meet either of these dates. Emergency disbursements can, however, be made outside this normal schedule. Allow two to three business days for receiving requested funds. Funds can be expedited and sent for next day delivery.

Each quarter or as requested the AVS Financial Administrator will supply the student chapter treasurer and primary academic adviser with a statement showing all receipts of disbursements and income received for a given period. Regardless of the fact that the AVS National Office is managing the chapter's account, the student chapter Treasurer is ultimately responsible for making sure that account information is kept current and accurate. Please note that monies allocated to the student chapter from central AVS funds must be spent in the financial year for which they were given and any monies left over do not rollover into the following year.

The student chapter may elect to open a separate banking account to handle local deposits and for disbursement of small amounts of cash for local activities or events such as payment for refreshments at a chapter meeting. The student chapter Treasurer, academic adviser, and AVS Treasurer must be cosignatories on the bank account. The chapter and AVS National Treasurer shall agree on the maximum amount this secondary account shall maintain at any given time. The amount will depend on the chapter's size and program activities. Any amount exceeding the set limit shall be forwarded to the AVS National Office and deposited into the chapter's primary account. Other alternatives to having cash locally available are to (1) request a cash advance for a particular upcoming event or activity, and (2) academic advisers, officers, or educational departments can pay upfront and then request reimbursement from AVS.

All such accounts should be reconciled on a monthly or quarterly basis, and a copy of the reconciliation report filed with the AVS Financial Administrator at the National Office. This is a safety procedure to protect both the sub-organizational units and AVS should a chapter be dissolved or should some event prevent the Chapter from accessing the account. It should be stated that this is for protection, and the primary access and responsibility of the student chapter and budget lie with the particular organization. In addition, each chapter must prepare and submit along with their annual report the annual Statement of Cash Receipts and Disbursements for this secondary account. A copy of this form is located in Appendix G of this manual. To aid in completing the form, it is important that each chapter maintain its detailed financial records to conform to classifications of cash receipts and cash disbursements shown on the form. The purpose of the Statement of Cash Receipts and Disbursements is to (1) make AVS aware of the financial activity of each student chapter on an annual basis, and (2) enable the AVS National Office to file their annual tax return with the IRS.

## Financial Matters—Support and Allocations

AVS provides student chapters with financial support through initial chapter start-up funds, chapter membership rebate, and travel support to attend the International Symposium. Additional financial support may be acquired from the university through the academic departments and from your AVS Regional Chapter. Involvement with your regional chapter is the key to the overall success of your student chapter.

The Student Chapters derive the majority of their income from chapter meetings, special events, and fundraising activities. Fundraising efforts are one of the most common sources of income for a student chapter and can be a lot of fun. The possibilities here are limited only by the imagination of the chapter members. Some of these can include but are not limited to:

- Sales of AVS merchandise
- Raffle of gift certificates or tickets to special events
- Refreshment, cooking, or baking gatherings,
- Car wash
- Golf and sports tournaments

Advertising the student chapter with the AVS logo is a great way to raise funds and provides the Chapter greater recognition.

Another source of possible funding is your student organization office. Most campuses allow student groups to petition the institution, often through its student government, for a share of the student activity monies. Recognition and funding by the institution may require modifications in the student chapter by-laws to accommodate school restrictions. Please keep in mind that by-law changes must be reviewed and approved by AVS before adoption by the chapter.

Should a Student Chapter require additional funds for a special event or initiative that is beyond the scope of their start-up funds a bank account they should consult with the Chapters, Divisions, and Group Chair to request additional funding. Please note that monies allocated to the student chapter from central AVS funds must be spent in the financial year for which they were given and any monies left over do not rollover into the following year.

## **Financial Matters—Responsibilities**

AVS student chapters' responsibilities are as follows:

1. The student chapter Treasurer has the responsibility and accountability for income, expenditures, records, and reports.
2. Any student chapter that opens a secondary account and thus collects, holds, or disburses funds on behalf of the Society, or any of its committees, must submit an annual Statement of Cash Receipts and Disbursements.
3. Chapter funds will be accounted for in the Society's IRS return through the AVS Treasurer.
4. AVS policy requires cosignature from the appropriate National Officer (Treasurer, Meetings Manager) for any contract that the student chapter signs on behalf of the Society that identifies the National AVS as the promissory.
5. Student chapter Treasurer must include an IRS Miscellaneous Income (1099-MISC) form for any stipends awarded exceeding \$600 for a given year.
6. Any chapter desiring to solicit funds of more than \$5,000 cash or equivalent goods or services from a single source must obtain in advance the approval of the AVS. Solicitations of donations of small magnitude for a goal of a specified time do not require AVS Board of Directors approval.
7. Upon dissolution of a chapter or revocation of a chapter's charter, all assets of the chapter shall be forwarded to the AVS National Office for final disposition. Any amounts owed to the school association shall be reimbursed by the Society.

In addition, the chapter is also responsible for any audits that may be conducted by an AVS Auditor. To facilitate such an audit if requested, it will be necessary for the chapter Treasurer to supply the following material to the AVS National Office for the audit:

1. Check register listing all checks written during the audit year requested
2. Ledger record (if available)
3. All bank statements for all chapter bank accounts including the annual 1099-INT statement(s)
4. Canceled checks if provided by the bank or equivalent
5. All invoices for which checks have been issued
6. All deposit slips for bank deposits
7. Treasurer's reports to chapter Executive Committee meetings
8. Minutes of chapter Executive Committee meetings

All material will be returned upon completion of the audit, which should be early June. It is recommended that materials be sent to the AVS National Office using FedEx to minimize any possibility of loss in the mail. If the Chapter does not have a secondary bank account, then the majority of the information being requested for the audit already resides at the AVS National Office since they manage the primary bank account for the Chapter. Contact the AVS Financial Administrator if there are any questions.

## **Financial Matters—AVS International Symposium Travel Support**

Each student chapter is entitled to up to \$500 per calendar year for travel support to the AVS International Symposium. AVS will reimburse for reasonable expenses related to attending the AVS International Symposium. AVS travel expense policy is to minimize costs to the Society. Every effort should be made to reduce costs both at the planning level and during actual travel.

To obtain reimbursement of expenses, the student chapter must email a request and copies all travel receipts to Peter Burke ([peter@avs.org](mailto:peter@avs.org)). Travel reimbursement can be distributed among several individuals. The minimum amount that any one person will be reimbursed is \$100. Request for reimbursement must be reviewed and approved by the Chapter Chair and Adviser. Upon receipt of this request and receipts the individual student(s) will then be reimbursed. Reimbursements will be made payable to the student(s) directly. The Chapter Chair and Adviser will receive acknowledgement of such payment(s).

Advance payments will be made only in exceptional circumstances. In such instances, the Student Chapter Chair and Adviser should discuss the situation and submit their request for consideration to the Chapters, Divisions, and Groups Chair.

## Useful Information and Support—Frequently Asked Questions



Q1: Why belong to an AVS student chapter?

A1: Students and academia in educational programs related to science and technical areas relevant to AVS are encouraged to consider establishing a student chapter at their institution. Students in a variety of academic and technical programs will benefit from access to Society information and benefits as well as association with other students, educators, and professionals with common interests. Student Chapters provide university students an excellent opportunity for career and professional development.

Q2: What are the benefits of joining an AVS student chapter?

A2: Student chapter members are entitled to many benefits, including: (1) networking with other students and professionals, (2) leadership development, (3) complimentary membership for first-time newly joined student members of AVS, (4) chapter start-up funds, (5) travel support to attend the AVS International Symposium, and (6) services and support from the AVS National Office.

Q3: How do I form a student chapter?

A3: This is relatively easy. Recruit at least eight current AVS student members and an academic member who is willing to serve as an adviser. Organize a meeting and elect officers. Then submit the following information to the AVS National Office for AVS Board of Directors approval: (1) Letter of intent, (2) Student Chapter Application, (3) Student Chapter Petition, (4) a copy of the proposed by-laws, and (5) a roster of members, including a list of officers and the academic adviser. Instruction and samples are provided in this manual. **Initial Student Chapter members, including officers and the eight students, must pay for their membership in order to sign the petition required to establish the chapter**

Q4: Do all students have to become AVS student members?

A4: Yes. Students will receive full membership and enjoy benefits upon joining the AVS.

Q5: What's the difference between a regional chapter and a student chapter?

A5: Both exist to encourage interdisciplinary communication about science and technical areas relevant to the AVS. However, student chapters are student organizations at a specific university and Regional Chapters are within a geographical area and serve professional members as well as student members.

Q6: Are there any benefits to the academic adviser?

A6: Yes. Academic advisers will receive complimentary membership to AVS. A maximum of two academic advisers per student chapter receive complimentary AVS membership. Both advisers must take an active role in support of their student chapter.

Q7: How do I qualify for travel reimbursements to the AVS International Symposium?

A7: According to AVS guidelines, the student chapter must submit a request form with supporting documentation to AVS. Chapters are eligible for reimbursement amounts up to \$500 per calendar year, which may be allocated to just one or more than one student chapter member.

Q8: How does the chapter membership rebate program work?

A8: A chapter membership roster (provided by AVS) must be submitted along with the annual report (due by January 15). The chapter will receive a \$10 rebate for each chapter member who is a student member of AVS.

Q9: How can we recruit new members for our chapter?

A9: One of the most effective recruiting techniques is to be sincere and explain why you are an AVS student member. Whether you enjoy the chapter meetings and activities, discounts to conferences, the journal, or networking, let potential members know what student membership can do for them. For more information please reference the Recruitment section in this manual.

## Useful Information and Support—AVS Contact Information

For: General AVS Information  
Contact: AVS National Office  
125 Maiden Lane, 15<sup>th</sup> Floor  
New York, NY 10038  
Phone: (212) 248-0200  
Fax: (212) 248-0245  
Web: <http://www.avs.org>

For: AVS Member Services Administrator  
Contact: Angela Klink  
AVS  
125 Maiden Lane, 15<sup>th</sup> Floor  
New York, NY 10038  
Phone: (212) 248-0200, ext. 221  
Fax: (212) 248-0245  
E-mail: [angela@avs.org](mailto:angela@avs.org)

For: AVS Newsletter, Beneath the Surface  
Contact: Della Miller  
Marketing Communications/Events Manager  
AVS  
110 Yellowstone Dr., Suite 120  
Chico, CA 95973  
Phone: (530) 896-0477  
Fax: (530)-896-0487  
E-mail: [della@avs.org](mailto:della@avs.org)

For: AVS Financial Administrator  
Contact: Peter Burke  
AVS  
125 Maiden Lane, 15<sup>th</sup> Floor  
New York, NY 10038  
Phone: (212) 248-0200, ext. 224  
Fax: (212) 248-0245  
E-mail: [peter@avs.org](mailto:peter@avs.org)  
Web: <http://www.avs.org>

## Useful Information and Support— Services and Support from AVS National

Student chapters may receive several means of support from AVS National. These include the availability of mailing and e-mail lists, help publicizing activities, and many services as requested. Student chapters should be aware that the AVS National Office is available to assist, and chapters are encouraged to make use of these valuable services.

### **PUBLICITY**

Student chapters are encouraged to publicize their activities, events, or other information as well as student articles of interest to the AVS membership. The *Beneath the AVS Surface E-Newsletter* is emailed to the entire society membership on a monthly basis. Deadlines for newsletter submissions are the first of each month. Information should be sent to Della Miller at [della@avs.org](mailto:della@avs.org) and you may contact Della for more information.

### **MEMBERSHIP LISTS**

Any student chapter can request a mailing list from the Society's membership lists for use in notification or advertising. Mailing labels can be requested to be sorted by chapter, geographic location, and other ways. When multiple areas are requested the lists are merged and purged to eliminate any duplicates. Lists can be requested in alphabetical order or by zip code. Request for lists should be directed to the AVS National Office. Should a chapter want to make a list swap with a related organization this must be receive approval from the AVS National Office by contacting Angela Klink, [angela@avs.org](mailto:angela@avs.org).

### **E-MAIL DISTRIBUTIONS**

Mass e-mail distributions are also accessible through the AVS National Office. Any student chapter can request an e-mail distribution of a message advertising an AVS event or activities. The AVS has some sensitivity about the proliferation of e-mail material. Existing AVS e-mail lists are maintained and controlled by the AVS National Office by contacting Keith Mitchell, [keith@avs.org](mailto:keith@avs.org).

### **WEBSITES**

The AVS encourages the student chapters to establish their own websites. For example, many regional chapters already use this electronic communication vehicle to effectively serve their membership and to inform others of their activities. The organization of a website can be facilitated through the AVS National Office. Student chapters are encouraged to contact the AVS National office for guidance and assistance on establishing and maintaining AVS-related websites.

### **AVS MEMBERSHIP BROCHURES AND PROMOTIONAL MATERIALS**

AVS current promotional material and membership brochures are available through the AVS National Office for special events and/or marketing promotions.

### **POSTER DISPLAY AT AVS INTERNATIONAL SYMPOSIUM AND EXHIBITION**

AVS would like to give our members and meeting attendees an opportunity to learn more about the wonderful and exciting things going on in our student chapters. Each student chapter is given the opportunity to have a display of any type as long as it fits on a six foot table and/or 4ft x 8ft poster board that AVS will provide. You may fill it with exciting news, pictures, etc. detailing your chapter's activities.

## AWARDS AND SCHOLARSHIPS

The AVS considers regional chapter and division awards and scholarships to be a vital service to the Society membership and encourages this activity. These awards are especially effective in encouraging the participation of students and younger members of the Society in various meetings and activities. Because of the importance of ensuring that awards and scholarships reflect positively on the Society, the sensitivity to legal aspects, and the sensitivity to the tax-exempt status of the AVS, policies and procedures have been established to govern such activities.

- Awards for student scholarships, local science fairs, prizes for student paper, or financial support for students to participate in regional meetings or the International AVS Symposium are made at the discretion of the Chapters, Groups, and Division Committee. Approval by the AVS Board of Directors is needed only if the funds are part of an annual budget request to the National AVS organization.
- Any award, prize, or scholarship has to have a formal definition protocol (purpose, eligibility, application/nomination procedure, selection process). No such award, prize, or scholarship can be made to any person or relative of a person who is involved in the selection process. This includes any student working under the supervision of any person involved in the selection process.
- The award or scholarship announcement (e.g., nomination or application process) should be published in advance via the *Beneath the AVS Surface E-Newsletter* or appropriate website.
- The AVS Scholarships and Awards Committee have the responsibility for awards, scholarships, and prizes bestowed by the AVS National. Chapter, group, and division programs are generally independent of these. The value of an award or prize given by a chapter, group, or division cannot exceed a maximum amount established by the AVS National organization.

For more information see the Policy and Procedures Manual for AVS Chapters, Technical Groups, and Divisions.

## SHORT COURSES

Short courses are a major outreach activity of the AVS to its membership, as well as to other members of the technical community. The AVS policy and procedures relating to short courses are included in the Policy and Procedure Manual for AVS Chapters, Technical Groups, and Divisions. The AVS Short Course Executive Committee maintains responsibility and oversight for the AVS Short Course Programs. In general, two modes of offering short courses on a local level are possible. They are as follows:

1. **Cosponsorship with AVS National:** These courses are selected from the National AVS offerings and are scheduled in collaboration with the National AVS Short Course Executive Committee. Program logistics (registration, short course fees, instructors, notes, certificates, etc.) are handled by the AVS National Office. Local arrangements are generally established in collaboration with the regional Chapters. The benefits include the use of the full-force in advertising and scheduling by the AVS National Office and the financial distribution (40% of the revenue after expenses to the Chapter/Division; in the event of a revenue loss, the AVS assumes full financial responsibility).
2. **Sponsorship by the chapter and division:** In this case, the logistics are handled completely by the regional chapters, although the AVS National office does support *Beneath the AVS Surface E-Newsletter* announcements and mailing lists. The regional chapter or division must notify the Short Course Executive Committee at least two months in advance of the intended program, the dates, and the courses, to avoid conflicts with National programs. The regional chapter or division assumes responsibility for income losses. The chapter or division must also submit an annual report, summarizing courses, instructors, income and expenses. The chapter or division assesses a surcharge on net profits, based on the size of each short course program. This surcharge program is established by the Short Course Executive Committee and is detailed in the Guidelines for Revenue Allocation for Short Courses (See the Policy and Procedures Manual for AVS Chapters, Technical Groups, and Divisions). Any further questions should be directed to the Chair of the Chapters, Groups, and Divisions Committee or Chair of the Short Course Executive Committee.

## MARKETING AND IN-KIND SUPPORT

At AVS we understand the importance of marketing and promotion. So if there is anything extra we can do to help make your student chapter more successful, please let us know. AVS can furnish the following kinds of services to chapters:

- Brainstorming on new activities and promotions
- Prizes for use in raffles and auctions
- Certificates for award presentations
- Signs for meetings
- AVS Promotional Material

## **Useful Information and Support—Running an Effective Meeting**

Any meeting planned by the student chapter should have a clear purpose. Setting an agenda, communicating it to the participants, and running an organized gathering will help to make a smooth meeting and will eliminate any wasted time.

### **PLANNING IT**

- Determine the purpose of the meeting
- Select location
- Prepare and distribute agenda, preferably one week in advance
- Prepare visual aids
- Arrange for equipment if necessary

Using an agenda will help your meetings run more smoothly. Your members will know what to expect and you will cover all items that need to be addressed. Make sure that everyone attending the meeting understands what is to be accomplished. You may want to attach a time limit to each area to keep the meeting moving through the agenda.

Example of a typical meeting agenda:

- I. Call to Order
- II. Minutes from Last Meeting
- III. Officers' Reports
- IV. Committee Reports
- V. Special Business
- VI. Old Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

## **RUNNING IT**

- Arrive early. Check for seating arrangement, A/V equipment setup, lighting, and environment.
- Start the meeting on time.
- Ensure that minutes are being taken or recording is being made.
- Introduce yourself. Welcome members and guests.
- Make announcements such as locations of restrooms, and general procedures for the evening.
- Announce next meeting time and place if appropriate.
- Review agenda for the meeting. Also review the topics, program, and timing, and revise as necessary.
- Address agenda items in order. Allow thorough discussions, but keep them brief and to the point.
- Permit minimal wandering, rambling, and repetition.
- Keep the meeting focused and moving forward.
- Recognize when it's time to close, and make a smooth transition to closure.
- Summarize at the end of a meeting.

## **Useful Information and Support—Keeping Meeting Minutes**

AVS highly recommends that you keep accurate records of all meetings. Whether you are keeping the minutes or reviewing them, certain elements are important.

### **PURPOSE OF THE MINUTES**

Minutes are records of meetings and the actions taken in them. Minutes are not a verbatim transcription of every word spoken. They are a concise documentation of the essential matter discussed, a means of record keeping or history taking. Avoid the use of abbreviations for special groups or projects.

The following is information that should be included:

- Name of the organization holding the meeting
- Type of meeting
- Location, date, and time
- Presiding officer's name and title
- Names of those present, or number for large meetings
- Reports presented
- Unfinished business
- Elections: candidates and results
- New business, motions made and resolutions adopted, including names of persons making and seconding them
- Date, location, and time of next meeting

Copies of information handed out at the meeting should be attached for file, such as letters, project outlines, financial information, and reports.

The minutes are a brief, factual record of a meeting and should contain no editorial comment by the Secretary. Be objective. There should be no reference such as "heated debate," "moving address," or "lengthy discussion."

After the minutes are written:

- Minute book should be maintained, which should include a copy of the organization charter, by-laws, policies, and procedures.

- Minutes should be checked for accuracy by the presiding officer, then reproduced and distributed before the next meeting. This avoids using time at the next meeting to read them. Once the minutes have been approved at the next meeting they should be signed by the presiding officer and the recording secretary. Minutes should never be changed or rewritten, or updated with information available after the meeting to which they refer.

## **Useful Information and Support—Making Presentations**

### **BE PREPARED**

- Research the topic thoroughly.
- Explore all options. As a committee chair you are the expert on your topic.
- Determine conclusions before coming to the board meeting. Brainstorming should be done in committees or subcommittees; you are expected to bring final decisions or recommendations to the Board and membership.
- Identify pros and cons and anticipate likely questions from the Board membership. This also helps avoid unexpected surprises during presentation.

### **BE READY**

- Chair should make the main presentation, perhaps having a few committee members reporting specific points of research they have done.
- Have copies of essential information for everyone.
- Arrange for easels, viewgraph projectors, and other visual aids as necessary.

### **BE ORGANIZED**

- Have a clear purpose in mind.
- Proceed in a clear and logical manner. State the conclusion, background information, and reasons for arriving at that conclusion.
- Entertain questions.
- Restate conclusion and suggest implementation or action.

### **BE PROFESSIONAL:**

- Recommend but don't oversell or advocate. Your objectivity will be questioned and will reflect upon your conclusion.
- Don't take negative responses or criticism personally; it is the issue being discussed, not the presenter. No matter how the discussion or vote goes you will be comfortable with the knowledge that you have presented well the conclusions of your committee, which were reached through good research and clear thinking.

# Appendix A

## LETTER OF INTENT—SAMPLE

To the AVS Board of Directors:

The University of \_\_\_\_\_ wishes to express its intent to form an AVS student chapter. Our student chapter will be committed to introducing undergraduate and graduate students to materials research and related opportunities and to facilitating and supporting them in their research accomplishments. We plan to accomplish these goals by regularly attending chapter meetings, presenting research at the regional chapter symposium and/or at the AVS International Symposium, hosting guest lecturers, providing up-to-date research information through the society web site, and participating in a variety of engineering related activities throughout each semester.

The AVS Student Chapter will adhere to the Student Chapter By-laws and other laws and regulations governing the AVS and the University of \_\_\_\_\_ and its students. We will not discriminate based upon race, creed, color, sex, age, national origin, disability, or sexual orientation. We will not haze or harass our prospective members, nor will we bar current members from disassociating with this organization or require retribution for doing so.

We hope that this letter of intent reflects some of the objectives of the AVS and that it will be a strong basis for our new student chapter at the University of \_\_\_\_\_.

Sincerely,

\_\_\_\_\_, (Initial student chapter chair)

\_\_\_\_\_, (Initial student chapter adviser)

# Appendix B

## **STUDENT CHAPTER APPLICATION FORM**

### **SECTION A: STUDENT CHAPTER NAME**

Chapter is to be known as the \_\_\_\_\_ Student Chapter of AVS.

### **SECTION B: OFFICERS, ADVISER AND CONTACT PERSON**

#### **Initial Chapter Officers: (All must be current AVS Student Members)**

Chair: \_\_\_\_\_

Vice-Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer (Can be the same person as Secretary): \_\_\_\_\_

#### **Academic Adviser (must be current Full member of AVS):**

Primary Adviser: \_\_\_\_\_

Secondary Adviser (Optional): \_\_\_\_\_

#### **Chapter Contact:**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **SECTION C: START-UP FUNDS**

Chapter is requesting start-up funding from AVS in the amount of \$\_\_\_\_\_ (up to \$1000)

### **SECTION D: APPROVALS**

#### **Department Chair:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **College Dean or University Representative:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT CHAPTER APPLICATION FORM (CONTINUED)**

**Submitted by Academic Adviser:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBMIT THIS APPLICATION ALONG WITH THE PETITION AND STUDENT CHAPTER BY-LAWS TO:**

Angela Klink  
AVS National Office  
125 Maiden Lane, 15<sup>th</sup> Floor  
New York, NY 10038  
angela@avs.org



## Appendix D

### **STUDENT CHAPTER BY-LAWS—SAMPLE**

By-laws of the [name of institution] Student Chapter of the AVS

Record of Revisions to the By-laws:

1.) Released [Enter date mm/dd/yy]

2.) Revision Number \_\_\_\_\_

#### **ARTICLE I: NAME AND CHARTER**

Section 1. The organization shall be known as the [name of institution] Student Chapter of the AVS, hereinafter designated as the “Student Chapter.”

Section 2. The charter of the Student Chapter is to promote communication, disseminate knowledge, and to advance education in science and technical areas relevant to AVS. The Student Chapter will focus its attention in areas related to development of new materials, process technology, and devices, and to the understanding of the properties of materials. The purpose of this effort is to facilitate research, development and manufacturing for the betterment of humanity. The Student Chapter is a nonprofit organization.

#### **ARTICLE II: OBJECTIVES**

Section 1. The objectives of the Student Chapter shall be to: (1) broaden the awareness of the AVS among the academic and local communities, (2) promote the professional development of its members by its programs, (3) establish interactions between students, other student chapters, the regional chapter of the society, and the national AVS, (4) contribute to the development of science and technical areas relevant to the AVS at the university through activities involving the chapter members, and (5) expand the student’s insight of career opportunities.

#### **ARTICLE III: MEMBERSHIP**

Section 1. Any student member of AVS who is attending the university will be accepted as a member of the Student Chapter.

Section 2. Any employee of the university who is a member of the Society will be accepted as a member of the Student Chapter but shall not have the right to hold office or vote.

Section 3. Members will be enrolled in the Student Chapter and may choose to join a second chapter of their choice for one year, renewable annually contingent on membership in the AVS.

Section 4. All interests in the Student Chapter or in its property or funds on the part of any member of the Student Chapter shall terminate and vest in the Student Chapter upon his/her ceasing, for whatever cause, to be a member of the Student Chapter.

#### **ARTICLE IV: ADVISER, OFFICERS, EXECUTIVE COMMITTEE AND MANAGEMENT**

Section 1. An academic adviser of the university must agree to advise the Student Chapter for a minimum of two years and must be a current full member of the Society.

Section 2. The term of office for officers is one year. The terms of office shall commence on either January 1 or June 1, as specified in Article V.7, for the allotted term, but in any case, shall continue until successors are duly elected and take office.

Section 3. The Executive Committee shall include the Officers and the academic advisers plus at least two other members-at-large of the Chapter. Members-at-large shall be elected each year for a one-year term, which commences on either January 1 or June 1, as specified in Article V.7. All must be current members of AVS in order to serve as an Executive Committee Member.

Section 4. Any vacancies occurring on the Executive Committee, except that of the office of Chair, shall be filled by appointment by the Chair and approved by majority vote of the Executive Committee. The

incoming member shall serve until the normal term of the predecessor has expired. If the office of the Chair becomes vacant, the Vice-Chair will fill the unexpired term. In the event of a simultaneous vacancy in the offices of Chair and Vice-Chair, the Executive Committee shall appoint a Chair to fill the unexpired term.

Section 5. Any Executive Committee member who misses two (2) consecutive regular Executive Committee Meetings shall be deemed to have resigned and vacated office. The Executive Committee shall consider prior contributions and reasons for missing these meetings, and this provision may be set aside by a two-thirds majority vote of the Executive Committee.

Section 6. Management of the Student Chapter shall be by an Executive Committee consisting of the Officers and the academic adviser, and the members-at-large. The duties of the Officers and Executive Committee Members shall be as stated in Article VI of these by-laws. The Chair shall, as soon as is reasonably possible after taking office, appoint the Chair of all committees specified in these By-laws.

#### **ARTICLE V: NOMINATION AND ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS**

Section 1. The Student Chapter shall hold an annual business meeting. The annual business meeting shall usually be held in either the April-May or November-December time frame.

Section 2. The officers of the Student Chapter shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. Offices of Secretary and Treasurer may be combined and held by one person.

Section 3. To be eligible for election, the nominee must be an AVS student member or must have applied for such membership.

Section 4. A committee consisting of three members appointed by the Chair shall conduct nominations for the officers and Executive Committee members. The committee's role will be to ensure a full slate of candidates.

Section 5. Nominations will be open for at least three weeks prior to the annual meeting.

Section 6. Election will be by a majority of votes cast by those members present at the election meeting.

Section 7. The officers shall serve for one year. They will take office on either January 1 or June 1, whichever first follows the annual business meeting, as described in Section 1.

Section 8. No member may serve in the office of Chair or Vice-Chair for more than two consecutive years.

Section 9. An elected officer can be removed from office for misconduct or failure to perform the duties of his/her office. A motion for removal may be introduced by any member of the Student Chapter at any meeting of the Student Chapter, provided the meeting has been announced to members. The motion may be discussed but not voted on before the next meeting of the Student Chapter, provided that meeting is also announced to the members. The motion for removal must be approved by a two-thirds vote of members present at that meeting.

#### **ARTICLE VI: DUTIES OF THE ADVISERS, OFFICERS AND EXECUTIVE COMMITTEE**

Section 1. The academic adviser's responsibilities are to: (1) assist in providing continuity from year to year as student leadership and personnel change, (2) promote good student relationships, (3) help maintain university standards in all Student Chapter activities, (4) exercise financial supervision by promoting prompt payment of bills and overseeing the settlement of all accounts in the event of dissolution of the Student Chapter, and (5) represent this Student Chapter's interests to academia, administration and professionals.

Section 2. The Chair is the principal officer and is responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the AVS and these by-laws. The Chair shall preside at all meetings of the Student Chapter and of its Executive Committee.

Section 3. The Vice-Chair shall preside at meetings in the absence of the Chair, assist the Chair in the management of the Student Chapter, and perform other duties that may be assigned by the Chair.

Section 4. The Secretary shall maintain a list of all members in good standing as provided by the AVS. He/she shall be responsible for the following: (1) keeping the minutes of all Student Chapter and Executive Committee meetings, (2) distributing and receiving all literature pertaining to the operation of the Student Chapter, and (3) submission of any proposed amendment to these by-laws. In case of temporary incapacity of the Chair and Vice-Chair, the Secretary will take over the duties of Chair.

Section 5. The Treasurer shall keep a strict accounting of all income and expenditures. He/she may pay out such funds as authorized by the Chair or Executive Committee to meet all obligations of the Student Chapter. He/she shall issue a report of the financial standing of the Student Chapter at the annual business meeting or whenever requested by the Chair. He/she may be bonded at the expense of the Student Chapter and shall file a Chapter Treasurer's report with the AVS Treasurer when requested. The Treasurer shall have signature authority over Chapter financial accounts.

Section 6. The Executive Committee members shall act as an advisory body to the Officers in matters pertaining to the objectives of the Student Chapter, meetings, organization, policy and such other matters that preserve the integrity of the Student Chapter and make it responsive to the needs and wishes of its membership. The annual Student Chapter budget will be approved by a majority of the Executive Committee. The Chapter shall be authorized to incur only such expenses as are listed in the Student Chapter budget as approved by a majority of the Executive Committee.

#### **ARTICLE VII: FINANCES**

Section 1. An annual report for the Student Chapter and any budget request for the ensuing year shall be submitted by the Executive Committee to the Chair of the Chapters, Groups, and Divisions Committee and the AVS Treasurer.

Section 2. The Student Chapter shall be authorized to incur only such expenses as may be contained within the Student Chapter budget as approved by the Executive Committee.

Section 3. The AVS Chapters, Groups and Divisions Committee Chair shall be informed of all Student Chapter activities. All dues, fees, and funds imposed or solicited by the Student Chapter are subject to review and revision by the AVS Board of Directors.

Section 4. The AVS National Office shall setup and provide the overall service of managing the Student Chapter's funds. The Student Chapter may also open an account for providing the chapter with available cash for handling some of the local chapter activities. The balance of this account shall be kept at a minimum required for incidental expenses, but in any case shall not exceed the maximum amount established by the AVS Treasurer. The maximum will be based on the size and activities of the Student Chapter. The Student Chapter Treasurer, academic adviser, and AVS Treasurer must be cosignatories on the back account.

Section 5. Any Student Chapter desiring to solicit funds of more than \$5,000 cash or equivalent goods or services from a single source must obtain in advance the approval of the AVS Board of Directors. Solicitations of donations of small magnitude for a specific amount of a specified time do not require board approval.

#### **ARTICLE VIII: MEETINGS**

Section 1. Regular Student Chapter meetings shall be held as planned by either the Executive Committee or the Program Committee. These meetings shall be devoted to educational, technical, or scientific purposes. The Student Chapter shall hold meetings only in places that are open and accessible to all its members. The Chair or academic adviser may call a special meeting at any time.

Section 2. Notices of all regular Student Chapter meetings shall be sent to all members at least two (2) weeks prior to the date of the meeting. These notices shall contain a full statement of the time, place, and business of the meeting.

Section 3. In addition to the regular Student Chapter meetings, the Student Chapter shall hold at least one business meeting each year. This annual meeting shall be at the end of the calendar year and shall be announced to all members of the Student Chapter at least four (4) weeks prior to the meeting. The Executive Committee shall determine time and location of this meeting and the Secretary and Treasurer each shall present their reports.

Section 4. The number of members present to constitute a quorum at meetings of the Student Chapter calling for the transaction of regular business and requiring a vote to be taken shall not be less than four members or ten (10) percent of the Chapter membership, whichever is greater.

Section 5. Meetings of the Student Chapter Executive Committee shall be held at such times as shall be found necessary. Student Chapter Executive Committee meetings may be called by the Chair of the Student Chapter at his/her own discretion or shall be called at the request of the members of the Committee. Notices of all Executive Committee Meetings shall be sent to all members of the Executive Committee at least one (1) week prior to the date of the meeting.

Section 6. At least five (5) voting members of the Executive Committee shall constitute a quorum at all meetings of the Student Chapter Executive Committee.

Section 7. A majority vote of the Student Chapter Executive Committee members present shall be necessary in the conduct of its business.

#### **ARTICLE IX: DISSOLUTION OF STUDENT CHAPTER**

Section 1. At any time when the Student Chapter shall become inactive (as determined by the Chapters, Groups, and Divisions Committee), it shall be deemed to have ceased to exist. Upon such a condition arising, all assets of the chapter shall be forwarded to the AVS National Office for final disposition. Any amounts owed to the school shall be reimbursed by the Society. The academic adviser shall oversee the transferral of funds to AVS.

Section 2. If Section 1 is in conflict with a school regulation, because funds were received from the school association, then the actual regulation, its wording, source, and authority must be provided to the AVS National Office. The AVS Treasurer will review the regulation and determine the final disposition.

Section 3. All amendments shall require the approval of both the Executive Committee, by a minimum of two-thirds majority, and by a two-thirds vote majority of all Student Chapter members attending the regular meeting, provided that such two-thirds majority shall include at least half the members of the Student Chapter.

#### **ARTICLE I: RATIFICATION AND AMENDMENTS**

Section 1. The AVS Board of Directors may propose amendments to these by-laws from time to time to improve the operations of the Society.

Section 2. Any three (3) of the Student Chapter members or one (1) percent of the Student Chapter membership, whichever is greater, can propose amendments to these by-laws. The Executive Committee of the Student Chapter members shall consider each amendment proposed and prepare an analysis of the effects of the proposed amendment on Student Chapter operation and shall submit this analysis together with its recommendation.

Section 3. All amendments shall require the approval of both the Executive Committee, by a minimum of a two-thirds majority, and by a two-thirds vote majority of all chapter members attending the next regular meeting, provided that such two-thirds majority shall include at least half the members of the Student Chapter.

Section 4. The AVS Board of Directors must approve amendments before they can become effective.

#### **ARTICLE XI: PARLIAMENTARY LAW AND PROCEDURE**

Section 1. Any matter of parliamentary law or procedure not specifically provided for in the By-laws shall be governed by Robert's Rules of Order as published in the last revised edition.

#### **ARTICLE XII: OPERATING PROCEDURES**

Section 1. The general guidelines by which the Student Chapter operates shall be maintained in the Policy Procedure Manual by the AVS. Changes to the Operations Manual shall be made with the approval of the Executive Committee.

## Appendix E

### **ANNUAL REPORT COVER SHEET FORM**

Student Chapter Name: \_\_\_\_\_

University (if different from chapter name): \_\_\_\_\_

The following items must be attached:

- 1) **Annual report**
- 2) **Annual statement of cash receipts & disbursements (if chapter has a secondary account)**
- 3) **Officer listing for upcoming year. All must be renewed for upcoming year.**
- 4) **Copy of current student chapter by-laws, if updated in the past year**

I hereby support this chapter's annual report. The information contained within this report is accurate to the best of my knowledge.

Academic Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby submit the attached Annual Report on behalf of our student chapter. The information contained within this report is accurate to the best of my knowledge.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT BY JANUARY 15 TO:**

Angela Klink  
AVS National Office  
125 Maiden Lane, 15<sup>th</sup> Floor  
New York, NY 10038  
angela@avs.org

## Appendix F

### **ANNUAL REPORT FORM**

Annual Report for academic year: \_\_\_\_\_

**Deadline:** January 15

This report summarizes chapter activities for the past academic year.

Chapter Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Regular Chapter Activities:**

Number of business, technical or educational chapter meetings: \_\_\_\_\_

Number of guest speakers not associated with the department at a chapter meeting: \_\_\_\_\_

Number of guest speakers associated with department at a chapter meeting: \_\_\_\_\_

Regular chapter newsletter or printed communication:       Yes       No

Do you have a chapter homepage:       Yes       No

    If yes, is it linked to the AVS:       Yes       No

Other forms of visual or electronic communication (i.e., e-mail groups, bulletin board, etc.), please list:

\_\_\_\_\_

#### **Membership Development Activities:**

Number of applications for AVS scholarship and awards: \_\_\_\_\_

Number of application for AVS poster sessions: \_\_\_\_\_

Number of chapter social events: \_\_\_\_\_

Career resources, programs, or job sponsored by chapter, please list: \_\_\_\_\_

\_\_\_\_\_

#### **Special Chapter Activities:**

Numbers of tours taken at companies, corporations, and/or laboratories: \_\_\_\_\_

Attendance at AVS International Symposium by one or more members of chapter:    Yes    No

Number of attendees at AVS International Symposium: \_\_\_\_\_

Outreach projects, please list: \_\_\_\_\_

\_\_\_\_\_

Career workshop, campus projects, and/or fundraising events, please list: \_\_\_\_\_

\_\_\_\_\_

**ANNUAL REPORT FORM (CONTINUED)**

**Regional Chapter Relations:**

Joint activities held with regional AVS chapter. Please list: \_\_\_\_\_

Attendance at regional chapter by one or more members of chapter:  Yes  No

Student member or academic adviser sits on Executive Committee:  Yes  No

Regular communication with regional chapter (calls, emails, etc.):  Yes  No

**Membership Drive:**

Did your Student Chapter conduct a membership drive during the past year:  Yes  No

If yes, how many new student members: \_\_\_\_\_

If yes, how many new regular members: \_\_\_\_\_

**Other Significant Activities:**

Please describe: \_\_\_\_\_

\_\_\_\_\_

**Chapter Membership Statistics:**

Number of student members: \_\_\_\_\_

Number of regular members: \_\_\_\_\_

Total membership: \_\_\_\_\_

Net gain/loss of members: \_\_\_\_\_

**AVS Programs and Services:**

Start-up funds:  Yes  No Amount \$ \_\_\_\_\_

Chapter rebate program:  Yes  No Amount \$ \_\_\_\_\_

Travel support for AVS International Symposium:  Yes  No Amount \$ \_\_\_\_\_

Mailing labels/reports:  Yes  No

Use of AVS products for chapter promotion, please list: \_\_\_\_\_

**External Support:**

Did your chapter receive financial support from sources other than AVS during the past calendar year:  Yes  No

If yes, please list the sources and amounts:

Source: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**ANNUAL REPORT FORM (CONTINUED)****Advertising:**

Did you receive advertising income from chapter newsletters, pamphlets, and/or flyers:  Yes  No  
 (Advertising income is considered by IRS to be taxable, even for nonprofit organizations.)

If advertising income was received, please complete the following:

Advertising revenue: \$ \_\_\_\_\_

Paper and printing cost: \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

Contract labor: \$ \_\_\_\_\_

Other production cost: \$ \_\_\_\_\_

Total number of pages published: \_\_\_\_\_

Total pages of advertising: \_\_\_\_\_

**Financial Summary (AVS National Chapter Account):**

Beginning balance: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Total income: \$ \_\_\_\_\_

Total expenses: \$ \_\_\_\_\_

Ending balance: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**Financial Summary (Optional Secondary Chapter Account):**

Beginning balance: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Total income: \$ \_\_\_\_\_

Total expenses: \$ \_\_\_\_\_

Ending balance: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**Expenses and Income:**

Attach annual statement of cash and disbursements (only if chapter has a secondary account)

**SUBMIT BY JANUARY 15 TO:**

Angela Klink  
 AVS National Office  
 125 Maiden Lane, 15<sup>th</sup> Floor  
 New York, NY 10038  
 angela@avs.org

## Appendix G

### **ANNUAL STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS—SAMPLE**

Annual Statement of Cash Receipts and Disbursements (only required if Chapter has a secondary account)

Academic Year: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Person Submitting Report: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Bank: \_\_\_\_\_

Account Number: \_\_\_\_\_

**PRIOR YEAR ENDING BALANCE** **\$ 0.00**

**INCOME** (Do not include travel reimbursements from AVS)

Interest Income	\$ 22.00
AVS Membership Rebate	\$ 340.00
AVS Start-Up Funds	\$ 500.00
Fund Raisers	\$ 400.00
Meeting Income	\$ 120.00
University Department	\$ 500.00
AVS International Symposium Travel Support	\$ 500.00
AVS Allocation	<u>\$ 0.00</u>
<b>Total Income</b>	<b>\$2382.00</b>

**EXPENSES**

Travel to AVS International Symposium	\$ 500.00
General Travel Support	\$ 90.00
Hall Rental	\$ 100.00
A-V	\$ 100.00
Food & Beverage	\$ 100.00
Meetings/Refreshments	\$ 152.00
Department Barbecue	\$ 310.00
Membership Drive	\$ 140.00
New Student Orientation	<u>\$ 215.00</u>
<b>Total Expenses</b>	<b>\$1707.00</b>

**ENDING BALANCE** **\$ 675.00**

**SUBMIT WITH THE ANNUAL REPORT BY JANUARY 15 TO:**

Angela Klink  
 AVS National Office  
 125 Maiden Lane, 15<sup>th</sup> Floor  
 New York, NY 10038  
 angela@avs.org

## Appendix H

### **OFFICERS LISTING FORM FOR UPCOMING YEAR** **(ALL MUST BE RENEWED FOR UPCOMING YEAR)**

Chapter Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_

#### **Academic Adviser:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Second Academic Adviser (optional):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Chair:**

Name: \_\_\_\_\_

College Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

#### **Vice-Chair:**

Name: \_\_\_\_\_

College Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**OFFICERS LISTING FORM FOR UPCOMING YEAR (CONTINUED)**

**Secretary:**

Name: \_\_\_\_\_

College Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Treasurer:**

Name: \_\_\_\_\_

College Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**SUBMIT WITH THE ANNUAL REPORT BY JANUARY 15**

Angela Klink  
AVS National Office  
125 Maiden Lane, 15<sup>th</sup> Floor  
New York, NY 10038  
angela@avs.org

# Appendix I

## TRAVEL REIMBURSEMENT REQUEST FORM

Traveler's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Meeting(s) Attended: \_\_\_\_\_

AVS Affiliation: \_\_\_\_\_

Dates of Trip: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Transportation, home to the airport (\$.55 \_\_\_ per mile) \$ \_\_\_\_\_

Airfare: \$ \_\_\_\_\_

Transportation, airport to hotel: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_

Transportation, hotel to airport: \$ \_\_\_\_\_

Transportation, airport to home: \$ \_\_\_\_\_

Tips: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

TOTAL REIMBURSEMENT: \$ \_\_\_\_\_

Please remit form and original receipts within 30 days after AVS travel to your appropriate committee chair for approval. Chair should then forward to:

AVS National Office  
125 Maiden Lane, 15<sup>th</sup> Floor  
New York, NY 10038  
Fax: 212-248-0245  
E-mail: [peter@avs.org](mailto:peter@avs.org)